United States District Court for the Southern District of Texas

Attorney Information for eVoucher Implementation

September 17, 2015

Some of you are aware that the federal courts in the Fifth Circuit are currently in the process of implementing the Criminal Justice Act eVoucher program. The Southern District of Texas plans to begin using this system in October. For those of you unfamiliar with this electronic voucher submission and payment system, the attached document has some details, and we will be providing additional documentation soon, and offer training beginning late in September.

In order for this transition to an electronic voucher system to go smoothly, we need some assistance from you, the attorneys receiving CJA appointments in our district.

- All panel attorneys must submit their final paper vouchers by no later than **October 2, 2015**. **No paper vouchers will be accepted after this date.**
- Panel attorneys must submit a list of their active representations by **October 2, 2015**, so that we can assist with adding these representations to the new voucher submission and payment system. Please email this information to evoucher@txs.uscourts.gov
- Attorneys **MUST submit the attached form** requesting access to the eVoucher system by using the CJA eVoucher Registration event to file the document on their Attorney Admissions cases in CM/ECF. Court staff will begin creating eVoucher accounts after **September 28, 2015**, and send you the information you will need to log in to the system.

We will provide online training videos and documentation, and provide an opportunity for you to request hands-on, in-person training. We will schedule training sessions for those who request them after **September 28, 2015**.

On **October 19th**, panel attorneys will begin using the CJA eVoucher System exclusively. No payments will be made outside the electronic CJA eVoucher System.

For training materials and additional information please watch the CJA information page on our web site:

http://www.txs.uscourts.gov/page/cja-information